



Floodplain Permit Review

Application Requirements

The city requires two (2) copies of all required drawings. Electronic copies are also accepted. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

Drawings shall be folded; rolled drawings will not be accepted.

Each of following applicable requirements (unless waived by staff) shall be submitted:

- 1. Application Fee (check or cash) \$150.00
- 2. Escrow check in the amount of \$1,000.00 made out to the City of Elk River
- 3. Floodplain Permit Application
- 4. Supplemental Floodplain Building Permit (if structures proposed)
- 5. No Rise Certificate and all supporting data (if project is within Floodway)
- 6. Elevation and Floodproofing Certificate (Upon completion of work)
- 7. Shoreland Permit (if required)
- 8. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided in a **.pdf** format at least at 300 dpi.
- 9. All other information as determined by city staff

Applicant Signature: _____ Date: _____

Print Name: _____



City of Elk River Floodplain Permit Application

Application Date: _____ Project Start Date: _____ Project End Date: _____

Lot size: _____ square feet (one acre = 43,560 square feet)

This permit is intended to help control the alteration of floodplain property in The City of Elk River pursuant to Chapter 30, Division 11 of the City of Elk River Code of Ordinances. Each question must be answered before the application will be processed.

Office Use Only	
Fee paid: \$150 _____	Received by: _____
Date Rec'd: _____	Permit #: _____
CUP: _____	Circle: Approved / Denied
Effective Date: _____	

The City of Elk River will mail a floodplain permit or denial letter to the property owner.

No work is authorized until the permit is signed by the property owner and contractor and returned to the City of Elk River Environmental Division.

Name of Landowner (same as signature below)			
Address of Landowner			
Address of Project			
Telephone Number of Landowner		Email:	
Name of Contractor Company and Main Contact			
Contractors Address			
Contractors Telephone Number			
Name of Water Body			
Project Distance from Ordinary High Water Level			

1. Describe The Reason/Purpose For The Project:

2. Describe Any Alternative Options:

3. Describe Vegetation To Be Removed And Re-Vegetation Plans:

4. Describe Erosion Control Plans:



City of Elk River Floodplain Permit Application

Supplemental Data Form for Building Permit in Floodplain

If applicant is proposing a new structure, remodel, or structure maintenance, this form must be submitted.

Office Use Only	
Date Rec'd: _____	Permit #: _____
PID: _____	

A. Project Information													
Floodplain District: <input type="checkbox"/> Floodplain <input type="checkbox"/> Flood Fringe													
Type of Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Fence <input type="checkbox"/> Fill/Grading <input type="checkbox"/> Other _____													
Type of structure: <input type="checkbox"/> Residence <input type="checkbox"/> Garage <input type="checkbox"/> Commercial/Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Shed/Storage <input type="checkbox"/> Deck <input type="checkbox"/> Porch/ 3-Season <input type="checkbox"/> Other _____													
Regulatory Flood Protection Elevation (RFPE) Calculation (to nearest one-tenth foot) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">a. Base Flood (100-yr) Elevation*</td> <td style="width: 20%; text-align: right;">_____</td> <td style="width: 20%; text-align: right;">ft.</td> </tr> <tr> <td>b. Floodway Stage Increase</td> <td style="text-align: right;">_____</td> <td style="text-align: right;">ft.</td> </tr> <tr> <td>c. Freeboard required by ordinance</td> <td style="text-align: right;">_____</td> <td style="text-align: right;">ft.</td> </tr> <tr> <td colspan="2" style="text-align: center; margin-top: 10px;">RFPE (add a+b+c) =</td> <td style="text-align: right;">_____ ft.</td> </tr> </table>	a. Base Flood (100-yr) Elevation*	_____	ft.	b. Floodway Stage Increase	_____	ft.	c. Freeboard required by ordinance	_____	ft.	RFPE (add a+b+c) =		_____ ft.	Datum: <input type="checkbox"/> NGVD, 1929 <input type="checkbox"/> NAVD, 1988 <input type="checkbox"/> _____ Assumed/Other _____ _____ _____
a. Base Flood (100-yr) Elevation*	_____	ft.											
b. Floodway Stage Increase	_____	ft.											
c. Freeboard required by ordinance	_____	ft.											
RFPE (add a+b+c) =		_____ ft.											
* 100-yr source: <input type="checkbox"/> Flood Insurance Study (attach determination) <input type="checkbox"/> Other (Specify & attach supporting information)													

B. New Construction Information															
Structure is: <input type="checkbox"/> Elevated <input type="checkbox"/> Floodproofed <input type="checkbox"/> Vented <input type="checkbox"/> N/A <input type="checkbox"/> Other _____															
Elevation Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No															
If floodproofed, describe method: _____															
Elevation Requirements: <ol style="list-style-type: none"> a. Top of bottom floor (including basement, crawl space, or enclosed floor) b. Top of next higher floor c. Attached garage (top of slab) d. Lowest elevation of machinery or equipment servicing the building (type: _____) e. Lowest adjacent (finished) grade (LAG): f. Lowest compacted fill elevation at 15 feet from structure g. Low point of access/road 	Proposed	Required													
	<input type="checkbox"/> NGVD(29)	<input type="checkbox"/> NAVD(88)													
	<input type="checkbox"/> NGVD(29)	<input type="checkbox"/> NAVD(88)													
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	<input type="checkbox"/> NGVD(29)	<input type="checkbox"/> NAVD(88)													
Project Cost Factors for additions, improvements or repairs/maintenance (<i>Remodels and Redevelopment only</i>) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 60%;">a. Cost of Improvements (including cost of labor and all supplies)</td> <td style="width: 40%; text-align: right;">\$ _____</td> </tr> <tr> <td>b. Cost of Repairs/Maintenance (including cost of labor and all supplies)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>c. Cost of Previous Improvements (in current \$) after date of 10/23/1981</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>d. Total Cost of Improvements plus current repairs/maintenance (a+b+c)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>e. Estimated Market Value of Existing Structure (not including land value), without any improvements done after 10/23/1981</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>f. Percentage Cost of Improvements (c÷e×100)</td> <td style="text-align: right;">_____ %</td> </tr> </table>				a. Cost of Improvements (including cost of labor and all supplies)	\$ _____	b. Cost of Repairs/Maintenance (including cost of labor and all supplies)	\$ _____	c. Cost of Previous Improvements (in current \$) after date of 10/23/1981	\$ _____	d. Total Cost of Improvements plus current repairs/maintenance (a+b+c)	\$ _____	e. Estimated Market Value of Existing Structure (not including land value), without any improvements done after 10/23/1981	\$ _____	f. Percentage Cost of Improvements (c÷e×100)	_____ %
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c. Cost of Previous Improvements (in current \$) after date of 10/23/1981	\$ _____														
d. Total Cost of Improvements plus current repairs/maintenance (a+b+c)	\$ _____														
e. Estimated Market Value of Existing Structure (not including land value), without any improvements done after 10/23/1981	\$ _____														
f. Percentage Cost of Improvements (c÷e×100)	_____ %														
Substantial Improvement (Yes, if cost of project ≥ 50% of appraised value) <input type="checkbox"/> Yes <input type="checkbox"/> No 															
I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 70%; text-align: center;">_____</td> <td style="width: 30%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Date</td> </tr> </table>				_____	_____	Signature	Date								
_____	_____														
Signature	Date														

**City of Elk River Floodplain Permit Application
Supplemental Data Form for Building Permit in Floodplain**

C. Certification

I, _____ (*initial*), certify that the above information is correct and agree to construct this structure in accordance with the plat, building plans and specifications submitted, and in strict compliance with all provisions of the Zoning Ordinance, Building Code, and Health and Plumbing Regulations of the City of Elk River.

Signature of applicant: _____ Date: _____

Printed Name: _____

Signature of Floodplain Administrator: _____ Date: _____

Comments:



City of Elk River Certification of No-Rise

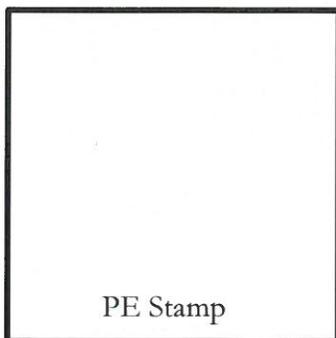
This is to certify that I am a duly qualified registered Professional Engineer licensed to practice in the State of Minnesota.

It is further to certify that the attached technical data supports the fact that the proposed or as-built _____ (name of development) activities in the floodway do not create an rise or drop by more than 0.00 feet in base flood elevation (BFE), change in the watercourse location, add new area within the floodway, or result in any physical change to the hydrology or hydraulic conveyance within the floodway in accordance with Code Sec. 30-1866, or a change to floodway boundaries on _____ (water body name) at published or unpublished cross-sections in the FEMA Flood Insurance Study or the Sherburne County Flood Study dated _____ (study date) in the vicinity of the proposed development.

I acknowledge that all attached documents were prepared by me or under my review, and all are true and accurate to the best of my knowledge. I further acknowledge that by this certification I am and will be the Engineer of Record for this project, and that any violation or recertification efforts are my responsible charge; _____ (initial to acknowledge).

Attached are the following documents that support my findings:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |



Signature: _____
Name (printed): _____
Company Name: _____
Date: _____





Elevation Certificate and Floodproofing Certificate

Upon completion of construction, this certificate must be submitted prior to final inspection and closure of the permit process. Failure to do so may result in loss of escrow.

Office Use Only	
Date Rec'd: _____	Permit #: _____
PID: _____	

A. Elevation Certification (As Built)

Benchmark/Reference Mark Information; the elevations cited herein are based on the following described benchmark (BM): _____

BM Elevation is in: NGVD(29) NAVD(88) Local or Assumed Datum (specify) _____

Regulatory Flood Protection (RFPE) Elevation is in:
NGVD(29) NAVD(88) Local or Assumed Datum (specify) _____

If the BM and RFPE are in different datum, the conversion factor used is: _____ N/A

Elevations:	Required by Ordinance	Actual As-Built
a. Top of bottom floor (including basement, crawl space, or enclosed floor)	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
b. Top of next higher floor	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
c. Attached garage (top of slab)	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
d. Lowest elevation of machinery or equipment servicing the building (type: _____)	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
e. Lowest adjacent (finished) grade (LAG):	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
f. Lowest compacted fill elevation at 15 feet from structure	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	
g. Low point of access/road	<input type="checkbox"/> NGVD(29) <input type="checkbox"/> NAVD(88)	

For a structure with a crawlspace or enclosure(s), provide: N/A

a. Square footage of enclosure(s) _____ sq. ft.

b. # of permanent flood openings in the enclosure(s) within 1.0 foot above adjacent grade _____

c. Total net area of flood openings _____ sq. ft.

For a structure with a detached garage, provide: N/A

a. Square footage of detached garage _____ sq. ft.

b. # of permanent flood openings in the detached garage within 1.0 foot above adjacent grade _____

c. Total net area of flood openings _____ sq. ft.

- Certification -

I, _____, hereby certify that, to the best of my knowledge, information and belief, the subject structure is constructed in accordance with the elevations stated immediately above,

Signature: _____ Date: _____

Registration No.: _____

Elevation Certificate and Floodproofing Certificate

B. Flood Proofing Certification

I, _____, hereby certify that I am a registered engineer or architect, and that, to the best of my knowledge, information and belief, the subject structure is constructed in accordance with the approved plans and specifications which accompanied the above referenced Floodplain Permit and the subject structure meets the criteria and standards for FP1, FP2, FP3, FP4 flood proofing as well as all local ordinances and the State Building Code where applicable.

Elevation to which structure is flood proofed: Required = _____ Actual As-Build = _____

Signature: _____ Date: _____

Registration No.: _____